



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, DECEMBER 7, 2022
9:00 A.M.

LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA



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- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:09 a.m. on Wednesday, December 7, 2022. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Ronald Carrere, Jr., Kristi Folse, G. Lee Griffin, John McLure and Jo Ann Nixon.

- Opportunity for Public Comment (No Attachment)
No requests received from the public to address the commission.

On motion duly made, seconded, and passed; the Commission took the specified action as listed for each of the requests listed below:

- 1) Consideration of the **Minutes** of the Commission meeting held November 2, 2022. **The Commission unanimously approved the minutes as written.**
- 2) **Public Hearing** to consider proposed amendments to Chapter 6 of the Civil Service Rules. (Details contained in General Circular number 2022-042.)

Director Byron Decoteau, Jr., presented the proposed amendment to the Commission. After receiving comments from the Director, and providing opportunity for public comments, to which there were none, on motion duly made, seconded and passed, the Commission unanimously adopted Civil Service Rule 6.10. Vice Chairman Hughes noted for the record the word "leave" in 6.10(d) was published in General Circular 2022-042 and should be published in the Civil Service Rules as "level".

- 3) **Public Hearing** to consider proposed amendments to Rule 6.32 of the Civil Service Rules. (Details contained in General Circular Number 2022-050.)

Director Byron Decoteau, Jr., presented the proposed amendments to the Commission. After receiving comments from the Director, the Commission provided the opportunity for public comments, to which there was one comment from Clay Jones, Associate Vice President and Chief Human Resources Officer with Louisiana State University, who spoke in support of the amendment. On motion duly made, seconded and passed, the Commission unanimously adopted Civil Service Rule 6.32, being contingent upon the Governor's approval.

- 4) **Public Hearing** to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular number 2022-049.) Exhibits A through D

The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan and provided opportunity for public comments. Director Decoteau provided the Commissioners with comments received through email and phone calls. Brett Pounds, Engineering Technician Specialist, Department of Transportation and Development, publicly addressed the Commission with concerns regarding the proposed changes.

On motions duly made, seconded and unanimously passed, the Commission approved the pay plan proposals for Exhibits A through D, being contingent upon the Governor's approval.

- 5) **Public Hearing** to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular 2022-049 Amended.) Exhibits E through G

The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan and provided opportunity for public comments, to which there were none.

On motions duly made, seconded and unanimously passed, the Commission approved the pay plan proposals for Exhibit E, being contingent upon the Governor's approval and granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval; and unanimously approved Exhibits F and G and granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval of Exhibit E.

- 6) Request of the **Capital Area Groundwater Conservation District** to establish a Rewards and Recognition Policy in accordance with State Civil Service Rule 6.16.1, effective December 7, 2022. **The Commission unanimously granted the request.**
- 7) Request of the **Louisiana State Employees' Retirement System** to amend its Rewards and Recognition Policy in accordance with State Civil Service Rule 6.16.1, effective December 7, 2022. **The Commission unanimously granted the request.**
- 8) Request of the **LSU Health Sciences Center-New Orleans** to amend its Rewards and Recognition Policy in accordance with State Civil Service Rule 6.16.1, effective December 7, 2022. **The Commission unanimously granted the request.**
- 9) Request of the **Louisiana Department of Education** to extend the authority to exempt from the classified service, seventeen (17) positions, and to exempt from the classified service, three (3) new positions in accordance with State Civil Service Rule 4.1(d)2. **The Commission unanimously granted the request, as recommended by State Civil Service, as follows:**
- to extend the authority to exempt from the classified service one (1) Executive Director and two (2) Directors, in accordance with State Civil Service Rule 4.1(d)2, effective November 6, 2022 through November 5, 2025;
 - to extend the authority to exempt from the classified service, twelve (12) Directors, one (1) Executive Director, and one (1) Liaison Officer, in accordance with State Civil Service Rule 4.1(d)2, effective November 6, 2022 through June 6, 2023; and
 - to exempt from the classified service, three (3) Directors, in accordance with State Civil Service Rule 4.1(d)2, effective December 7, 2022 through June 6, 2023.

- 10) Request of the **Louisiana Educational Television Authority** to exempt from the classified service one (1) Project Coordinator position, in accordance with State Civil Service Rule 4.1(d)2, effective December 7, 2022 through December 6, 2026. **The Commission unanimously granted the request, and, as recommended by the Department, revoked the previous, ongoing approval granted by the State Civil Service Commission for one (1) Project Coordinator, position number 165221.**
- 11) Request of the **Southeast Louisiana Flood Protection Authority-East** to exempt from the classified service three (3) positions in accordance with State Civil Service Rule 4.1(d)2, effective December 7, 2022 through February 6, 2026. **The Commission unanimously granted the request.**
- 12) Request of the **Southeast Louisiana Flood Protection Authority-East** to exempt from the classified service, one (1) Engineer in accordance with State Civil Service Rule 4.1(d)2, effective December 7, 2022 through February 6, 2026. **The Commission unanimously granted the request.**
- 13) Request of the **Department of Wildlife and Fisheries, Office of Fisheries**, for an exception under State Civil Service Rule 14.1(p) to allow a classified employee currently serving as statutory appointing authority in the Department to be eligible for promotion to a classified position. **The Commission unanimously granted the request.**
- 14) Request of the **Department of Wildlife and Fisheries, Office of Wildlife**, for an exception under State Civil Service Rule 14.1(p) to allow a classified employee currently serving as statutory appointing authority in the Department to be eligible for promotion to a classified position. **The Commission unanimously granted the request.**
- 15) Request of **Department of Public Safety and Corrections, Corrections Services** to amend an Overtime policy to compensate all Department of Public Safety and Corrections, Corrections Services' non-exempt and exempt employees temporarily assigned to and working at an Office of Juvenile Justice secure-care facility at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective January 1, 2023 through June 30, 2023. **The Commission unanimously granted the request.**
- 16) Request of **Department of Public Safety and Corrections, Corrections Services** to amend a Premium Pay Policy in accordance with State Civil Service Rule 6.16(a), effective January 1, 2023 through June 30, 2023. **The Commission unanimously granted the request.**
- 17) Request of the **Office of Juvenile Justice** to amend an Overtime Policy to compensate all Office of Juvenile Justice's non-exempt and exempt employees customarily or temporarily assigned to and working at an Office of Juvenile Justice secure-care facility, including the Bridge City Center for Youth-West Feliciana, at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective January 1, 2023 through June 30, 2023. **The Commission unanimously granted the request.**
- 18) Request of the **Office of Juvenile Justice** to amend a Premium Pay Policy in accordance with State Civil Service Rule 6.16(a), effective January 1, 2023 through June 30, 2023. **The Commission unanimously granted the request.**
- 19) Request of the **Division of Administration** to extend their Overtime Policy to pay all non-exempt and exempt employees at the time and one-half rate for emergency situations, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective December 4, 2022. **The Commission unanimously granted the request, as recommended by State Civil Service, for a one-year period, effective December 4, 2022 through December 3, 2023 and that the agency report on the use of this policy to the State Civil Service Commission at the conclusion of the one-year term.**

- 20) Request of the **Louisiana Department of Health-Medical Vendor Administration** to establish a Special Entrance Rate Policy for various job titles within the Eligibility Field Operations section in accordance with State Civil Service Rule 6.5(b), effective December 7, 2022. **The Commission unanimously granted the request.**
- 21) Request of the **Louisiana Department of Health-Medical Vendor Administration** to establish a Premium Pay Policy for various job titles within the Eligibility Field Operations section in accordance with State Civil Service Rule 6.16(a), effective December 7, 2022. **The Commission unanimously granted the request.**
- 22) Request of the **Louisiana Department of Health** to amend its Special Entrance Rate for Therapeutic Recreation Specialist job titles in accordance with State Civil Service Rule 6.5(b), effective December 7, 2022. **The Commission unanimously granted the request.**
- 23) Request of the **Louisiana Department of Health** to establish a Premium Pay Policy for Therapeutic Recreation Specialist job titles in accordance with State Civil Service Rule 6.16(a), effective December 7, 2022. **The Commission unanimously granted the request.**
- 24) Request of the **Louisiana State Employees' Retirement System** to establish a Special Entrance Rate Policy for Information Technology job titles in accordance with State Civil Service Rule 6.5(b), effective December 12, 2022. **The Commission unanimously granted the request.**
- 25) Request of the **Louisiana State Employees' Retirement System** to establish a Premium Pay Policy for Information Technology job titles in accordance with State Civil Service Rule 6.16(a), effective December 12, 2022. **The Commission unanimously granted the request.**
- 26) Request of the **Office of Juvenile Justice** to establish a Special Entrance Rate Policy for Human Resources job titles in accordance with State Civil Service Rule 6.5(b), effective December 7, 2022. **The Commission unanimously granted the request.**
- 27) Request of the **Office of Juvenile Justice** to establish a Premium Pay Policy for Human Resources job titles in accordance with State Civil Service Rule 6.16(a), effective December 7, 2022. **The Commission unanimously granted the request.**
- 28) Request of the **Division of Administration** to establish the Special Entrance Rate Policy for Laborer jobs, in accordance with State Civil Service Rule 6.5(b), effective December 7, 2022. **The Commission unanimously granted the request.**
- 29) Request of the **Division of Administration** to establish a Special Entrance Rate Policy for various job titles in accordance with State Civil Service Rule 6.5(b), effective December 7, 2022. **The Commission unanimously granted the request.**
- 30) Request of the **Louisiana Department of Environmental Quality** to establish a Special Entrance Rate Policy for Environmental Scientist and Environmental Project Specialist job titles in accordance with State Civil Service Rule 6.5(b), effective January 9, 2023. **The Commission unanimously granted the request.**
- 31) Request of the **Louisiana Department of Revenue** to establish a Special Entrance Rate Policy for Human Resources job titles in accordance with State Civil Service Rule 6.5(b), effective December 7, 2022. **The Commission unanimously granted the request.**
- 32) Request of the **Louisiana Department of Revenue** to establish a Special Entrance Rate Policy for Attorney job titles in accordance with State Civil Service Rule 6.5(b), effective December 7, 2022. **The Commission unanimously granted the request.**

- 33) Request of the **Louisiana Department of Revenue** to establish a Special Entrance Rate Policy for Accountant job titles in accordance with State Civil Service Rule 6.5(b), effective December 7, 2022. **The Commission unanimously granted the request.**
- 34) Request of the **Louisiana State Employees' Retirement System** to establish a Special Entrance Rate Policy for Accountant and Auditor job titles, in accordance with State Civil Service Rule 6.5(b), effective December 12, 2022. **The Commission unanimously granted the request.**
- 35) Request of **Louisiana Tech University** to amend its Special Entrance Rate Policy for various job titles in accordance with State Civil Service Rule 6.5(b), with a retroactive effective date of October 5, 2022. **The Commission unanimously granted the request.**
- 36) Request of the **Port of New Orleans** to establish a Special Entrance Rate Policy for Police Officer job titles, in accordance with State Civil service Rule 6.5(b), effective December 7, 2022. **The Commission unanimously granted the request.**
- 37) Request of **Southeastern Louisiana University** to establish a Special Entrance Rate Policy for the Locksmith job title under the provisions of State Civil Service Rule 6.5(b), effective December 7, 2022. **The Commission unanimously granted the request.**
- 38) Request of **Southeastern Louisiana University** to establish a Special Entrance Rate Policy for Police Officer job titles under the provisions of State Civil Service Rule 6.5(b), effective December 7, 2022. **The Commission unanimously granted the request.**
- 39) Request of the **Department of Children and Family Services** to establish a Premium Pay Policy for Attorney job titles in accordance with State Civil Service Rule 6.16(a), effective December 7, 2022. **The Commission unanimously granted the request.**
- 40) Request of the **Governor's Office of Elderly Affairs** to amend its Premium Pay Policy in accordance with State Civil Service Rule 6.16(a), effective December 7, 2022. **The Commission unanimously granted the request.**
- 41) Request of the **Louisiana Department of Health** to establish a Premium Pay Policy for Occupational Therapist job titles in accordance with State Civil Service Rule 6.16(a), effective December 7, 2022. **The Commission unanimously granted the request.**
- 42) Request of the **LSU Health Sciences Center-New Orleans** to establish a Premium Pay Policy for various job titles in accordance with State Civil Service Rule 6.16(a), effective December 7, 2022. **The Commission unanimously granted the request.**
- 43) Request of **Southeastern Louisiana University** to establish a Premium Pay Policy for Physical Plant in accordance with State Civil Service Rule 6.16(a), effective December 7, 2022. **The Commission unanimously granted the request.**
- 44) Request of the **University of Louisiana at Lafayette** to amend a Premium Pay Policy in accordance with State Civil Service Rule 6.16(a), effective December 7, 2022. **The Commission unanimously granted the request.**

45) Compliance Audit Quarterly Report Presentation

- Metropolitan Human Services District
- Governor's Office of Elderly Affairs
- LSU Health Sciences Center-New Orleans
- Louisiana State University
- Baton Rouge Community College
- Louisiana Department of Revenue
- Southeast Louisiana Veterans Home
- Louisiana Public Service Commission
- Northeast Louisiana Veterans Home
- Northwest Louisiana Veterans Home
- Louisiana State Board of Cosmetology
- Louisiana Department of Environmental Quality
- LSU Agricultural Center
- Lake Charles Housing Authority

Melinda Robert, Compliance and Audit Administrator, presented the Compliance Audit Quarterly Report to the Commission. The Lake Charles Housing Authority and LSU Agricultural Center were recognized for achieving perfect compliance reports.

- Director's Report
 - Jackie Garrison, State Civil Service Election Coordinator, provided an update on the [2023 Employee Representative Election](#).
 - Director Decoteau presented the following reports:
 - Fiscal Year 2021-2022 State of Louisiana Report on Turnover Rates for Non-Temporary Classified Employees
 - Fiscal Year 2021-2022 Performance Evaluation System Report
 - Fiscal Year 2021-2011 Annual Pay Reporting
 - Commissioner G. Lee Griffin was presented with a plaque and proclamation from Governor John Bel Edwards in recognition of his 24 years of dedicated service to the State Civil Service Commission. Commissioner Griffin chose not to seek reappointment at the end of his current term.
- Consideration of a motion to *recess/adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals and to discuss Personnel Matters. (All Commissioners to verbally vote.) **On motion duly made, seconded, and unanimously passed; the commission agreed to adjourn for executive session to consider review of Civil Service Appeals and Personnel Matters.**

There being no further business, the meeting adjourned at 11:16 a.m. on December 7, 2022.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman